

## **FACILITY MASTER PLAN COMMITTEE**

**March 17, 2016**

### **MINUTES**

**Committee Attending:** Chairman George Hooper, Jeffrey Hull, Mary DeLai, Valerie Gingrich, Jack Holloway, Theresa Manganeli, Paul Melaragni, Joseph Parrella Jr.

**Liaisons Attending:** Kendra Amaral, Paul Ruggiero

**Consultants Attending:** Steve Cecil, The Cecil Group, Will Gatchell, Harriman

**Public Attending:** Theresa McDermott, Harnden Tavern Curator, Christina Stewart, Library Director

#### **1. Minutes**

Motion made and seconded to approve minutes as presented. Approved by unanimous vote.

#### **2. Project Development (Handouts)**

##### **A. Facility and Program Evaluations – Key Findings**

Steve Cecil and William Gatchell presented the Facility Evaluation and Program Evaluation Executive Summary and Building Condition Summary.

The team compiled information about the facilities without thinking about need. They then compiled information about program needs without thinking about the facilities' status or limitations. The next step is to see how these overlap and what is needed for new facilities, for further investment in existing facilities, or for decommissioning.

There is a detailed report for each building. The reports will be placed in the Drop Box for easy access. Committee Members are encouraged to offer comment or feedback. A limited number of hard copies are available as well.

The team still needs to develop the detailed information about the K-5 evaluation. Steve is conscious of ensuring the work remains aligned with the overall project milestones and will complete this work in the coming weeks.

The Committee reviewed the Building Condition Summary and Executive Summary. Steve will send a memorandum about a few building conditions they spotted that need to be addressed now. The things are small but important. The "X" items on the chart are items that should be looked at quickly.

Discussion about the Wildwood School and its rated condition. Will stresses that it does not need to be vacated or abandoned now. It is just the least effective, and the highest cost to get it to a place it needs to be. It is not dangerous for students to be present.

For the program, they benchmarked the town against some other communities considered to be comparable. The benchmarks may be adjusted as we go, since the data available on their facilities is not always accessible.

Wilmington is an aging town compared to other places, meaning the population of people over 65 will be growing.

#### **B. Preliminary Alternative Analysis**

The team is seeking any ideas of alternatives they should be looking at or looking to avoid. The Committee recommends looking at a combined senior center and library.

#### **C. Community Information and Outreach**

The Committee reviewed the draft survey. Suggestions included:

- a. Adding a question of what towns people would compare us to;
- b. Offer a "don't know" or "don't go" category for question 11. The list should be adjusted to include a town center;
- c. Introduce a location aspect to questions 8 through 10. Allow a write in space;
- d. Add to question 9, outdoor space and activities for the Senior Center;
- e. Ask what "civic space means". Make it an open-ended question

Revisions will be made to the draft. The goal is to get the survey up and running in a week or two and run it for a month. The survey will be made available in paper form as well as online. Various methods including press releases, social media, placement in town buildings and collaboration with other departments to get the word out about the survey.

The team will be conducting follow-up interviews with a few department heads where the program and needs have more subtle points that are not clear on the survey.

### **3. Other Business**

None

### **4. Next Meetings**

The next meeting April 21, 7PM.

Meeting adjourned at 9:05PM